Conditional Release for Reservists

'Keys to Success'

Conditional Release
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PURPOSE

A "conditional release" documents coordination and concurrence of discharge from one Military Service for accession to another Military Service.

POLICY

A Military Service may approve the request or consent to transfer of a Service member with a remaining military service obligation (MSO), if any of these conditions are met:

- The Service member's specialty exceeds the manpower requirements of the current Military Service and is needed by the requesting Military Service.
- Both Military Services approve of the transfer.
- The current Military Service disapproves the transfer request and the disapproval is superseded by:
  - (a) The Secretary of the Military Department concerned when both Military Services are in the same Military Department; or
  - (b) The Under Secretary of Defense for Personnel and Readiness when the Military Services are in different Military Departments.

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PROCESS

- **Request a Conditional Release:** DD Form 368 (Request for Conditional Release) http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfopage83.html
- **DD Form 368 may be faxed to 901-874-2673**
- **Route DDForm 368 to PERS-911(Officers) PERS-913(Enlisted) via the NOSC**

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PROCESS

- A recruiting official of the Military Service requesting the transfer of the Service member shall complete Section I of the DD Form 368 and forward it to the Service Member's current Military Service for action

- Navy members requesting to be released must receive NOSC CO endorsement

- Wait for approval/disapproval message from PERS

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PROCESS

- A recommendation is based on current manning policies and instructions

- May take anywhere from 5-11 business days. For a more detailed timeline, go to:

  OFFICERS:
  http://www.public.navy.mil/BUPERS-NPC/CAREER/RESERVEPERSONNELMGMT/OFFICERS/Pages/default.aspx
  ENLISTED:
  http://www.public.navy.mil/bupers-npc/enlisted/Pages/default2.aspx

- After the request has been approved or disapproved, a copy of the adjudicated DD Form 368 will be sent to the appropriate command

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QUALIFICATIONS

- Transfers from the SELRES to the IRR or Standby Reserve of another service are not permitted; members must be released and enter into the same status

- Members not allowed to be released:
  - Member currently serving in an ECMO Category "1" rating or possessing a critical NEC. Check the current ECMO listing for this information. To get the most current ECMO listing, go to http://www.public.navy.mil/NPC/CAREER/CAREERCOUNSELING/Pages/ReserveCounselor.aspx
    (Unless asking for a release into an active duty status)
  - Members in the Delayed Entry Program (DEP) of an active component
  - Members affected by a current stop-loss policy or identified for mobilization/presidential recall

- For members in the New Accession Training (NAT) or National Call to Service (NCS) program, see checklist for additional info

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PROGRAM GUIDANCE

- DOD Directive 1205.5
- Chapter 7 and 10 of the BUPERSINST 1001.39 (Series)
- SECNAVINST 1000.7F